

APPLICATION PROCEDURE FOR LICENSURE AS A NURSING HOME ADMINISTRATOR

In reply to your request for licensure information, you have received this packet containing: application for licensure, application for a temporary permit, endorsement form, work experience verification form, and a copy of the laws and regulations. The requirements for licensure as defined in the laws and regulations pamphlet should be studied very carefully. The check lists below detail information necessary to submit a complete application.

TEMPORARY PERMIT CHECK LIST

_____ Temporary Application _____ Request Letter from Facility _____ Official Transcript
_____ \$50.00 Fee (Non-Refundable)
_____ **Staple to top left corner of application**

LICENSURE CHECK LIST

_____ Application for Licensure	_____ Photo
_____ Official Transcript	_____ Work Experience Verification Form
_____ \$50.00 Fee (Non-Refundable)	_____ Letter _____ Letter _____ Letter _____ Letter
_____ Staple to top left corner of application	(2 professional and 2 personal)

ENDORSEMENT CHECK LIST

_____ Application for Licensure
 _____ Work Experience Verification Form
 _____ Job Description
 ____ Letter ____ Letter ____ Letter ____ Letter
 (2 professional and 2 personal)

_____ Endorsement Form
 _____ \$250.00 Fee

_____ Official Transcript
 _____ Photo
 (Staple to top left corner of application)

FEEES:

Application Fee	For Board review	\$ 50.00
Licensure by Endorsement	If licensed in another state	\$250.00
Temporary Permit Fee	Six month – not renewable	\$ 50.00
Examination Fee	Details sent after Board approval	\$260.00
	after March 1, 2004	\$270.00
Initial Licensure Fee	After applicant has passed exam	\$150.00

2004 BOARD MEETING DATES:

Tuesday, February 17	application deadline	January 31, 2004
Tuesday, May 18	application deadline	April 30, 2004
Tuesday, August 24	application deadline	July 31, 2004
Tuesday, November 23	application deadline	October 31, 2004

TESTING PROCEDURES:

Once the board has approved an application, the applicant will receive detailed information regarding Computer Based Testing for the NAB exam. **With the computer based testing there are no set test dates;** the approved applicant determines the test date.

You may go to **WWW.NABWEB.ORG** to obtain a copy of the INFORMATION FOR CANDIDATES HANDBOOKS. (Nursing Home Administrator and/or Residential Care/Assisted Living Administrator) If you do not have access to the web site you may contact this office at the address below.

NOTE TO ALL APPLICANTS:

The Board will **NOT** consider an application until **ALL** requirements for licensure are received and the file is complete. Information regarding your file will be given **only** to the applicant. Additionally, the Board office does not give information regarding the findings from a board meeting over the phone. Letters regarding the approval or denial of an application will be sent from our office approximately seven to ten business days following the meeting.

The Board makes information available to you regarding study materials for the NAB in your application packet. Please be advised that this information is provided for your convenience and is not necessarily endorsed by the Kentucky Board of Licensure for Nursing Home Administrators.

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